

Information Technology Resource Management Council (ITRMC)  
**Access Idaho Steering Committee**

**Meeting Minutes**  
(Approved by Committee May 23, 2002)

**March 21, 2002**

The Access Idaho Steering Committee monthly meeting was held on Thursday, March 21, 2002 from 1:30 to 3:05 p.m., in the West Conference Room of the Joe R. Williams Building, Boise, ID.

**CALL TO ORDER, WELCOME**

Chairman Bill Farnsworth, who welcomed members and others in attendance, called the meeting to order.

**ATTENDANCE**

**Members Present:**

Mr. Bill Farnsworth, ITRMC Staff  
Mr. Chuck Goodenough, Sec. of State's Office  
Mr. John McAllister, Department of Labor  
Ms. Susan Simmons, Transportation Department  
Mr. Scott Somerhalder, Access Idaho  
Mr. Rob Spofford, Department of Water Resources

**Absent Members:**

Mr. Mark Little, Division of Purchasing

**Others Present:**

Mr. John Eckerle, Department of Administration  
Ms. Emily Gales, ITRMC Staff  
Mr. Jeff Walker, Access Idaho

**BACKGROUND**

Access Idaho is the official name for the State of Idaho Internet portal, or "electronic front-door", for citizen access to online government services and information. The State of Idaho established a statewide contract for portal services in December 1999, creating a public-private partnership with Idaho Information Consortium (IIC). IIC is an affiliate of the National Information Consortium (NIC), the nation's leading provider of Internet electronic government services. On May 3, 2000, Idaho officially launched [www.accessidaho.org](http://www.accessidaho.org). The portal includes a re-designed State of Idaho Home Page, for easy access to all agency Web sites, where a variety of E-Government applications are being developed. The portal is designed to streamline citizen access to Idaho government services and information. As the state's Portal Provider, IIC will be assisting state agencies in the development of Internet applications, as well as Web page design. The Steering Committee has been appointed by ITRMC to oversee the progress of Access Idaho.

**MOTION TO APPROVE PREVIOUS MEETING MINUTES**

Somerhalder moved and Farnsworth seconded a motion to approve the February 21, 2002 Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

**REPORT FROM ACCESS IDAHO**

Scott Somerhalder reviewed the Access Idaho General Manager's (GM) Report.

- Access Idaho's Marketing team continued its grassroots branding with a presentation to the Boise Rotary Club.
  - Ada County Assessor Bob McQuade requested a meeting with Access Idaho (AI) to discuss how the Portal could work with the county to allow for the renewal of car tags online. Exploratory meetings were scheduled for March with both the county and the Idaho Transportation Department (ITD).
- Steve Miller (Idaho State Tax Commission, or STC) and Somerhalder appeared on KTVB to showcase online e-filing. The program, Idaho at Sunrise, aired on March 4th at 6:16 a.m.
- The Portal developed and submitted a newsletter article to the Independent Insurance Association of Idaho, which highlighted e-government services Idaho offers to insurance Producers, such as Drivers License Record searches and, coming this summer, online license renewals.
- Student interviews for the Access Idaho awards program continued. Nominations were to be submitted no later than March 15, 2002.
- ITD and Access Idaho launched an application that provides 120-hour trip permits to truckers.
  - With the launch of the 120-hour permits, the Developer assigned to the ITD began requirements for annual over legal permits. This service would only be available to ITD-registered Motor Carriers.
- AI's Development team finished requirements on upgrades to the Idaho Real Estate Commission's application, and a database search for the Department of Correction.
- Pre-requirements meetings were held with the Bureau of Occupational Licenses and Board of Medicine to explore license renewals.
- AI met with staff members of the Department of Labor and the Idaho Real Estate Commission to collect details with regard to upgrade and enhancement of their current applications.
- The Portal met with the STC with regard to a fee-for-service agreement, which would be reviewed for approval today. AI would subcontract with its parent company, NIC, to perform some of the work on this project.
  - There was discussion regarding no fee vs. fee-for-service AI projects.
- The Department of Insurance's license renewal application continued to undergo beta testing. Changes to the application had been sent to Access Idaho and would be completed in late March.
- The Department of Finance continued to review internal procedures in order to accept online renewals. The Portal's billing gateway was ready for Dept. of Finance applications upon completion of internal review.
- Upgrades/updates had been made to the Secretary of State's Business Entity Search and UCC Filing applications.
- AI's Creative Services team received final approval to begin development on the South Central District Health site, which was on schedule for an April launch.
- The Idaho Rangeland Resource Committee's site design had been finalized, and the agency was collecting the content for the site, which was scheduled to launch in early May.
- Design ideas had been supplied to the Department of Environmental Quality (DEQ) for review. Plans were in place for DEQ staff to return a design choice to Access Idaho in March.
- The Creative staff met with the Idaho Department of Water Resources and collected enough requirements to develop three comps. The presentation of the comps would be made in March.

- The final project-scoping meeting took place with the Division of Building Safety. It was anticipated this project would start in April and finish early summer if all goes well.

#### **MOTION TO APPROVE DEPARTMENT OF CORRECTION SERVICE LEVEL AGREEMENT (SLA)**

McAllister moved and Spofford seconded a motion to adopt the Department of Correction SLA, and the motion passed unanimously.

#### **MOTION TO APPROVE IDAHO RANGELAND RESOURCE COMMISSION SLA**

McAllister moved and Spofford seconded a motion to adopt the Idaho Rangeland Resource Commission SLA, and the motion passed unanimously.

#### **MOTION TO APPROVE IDAHO REAL ESTATE COMMISSION SLA, ADDENDUM**

McAllister moved and Goodenough seconded a motion to adopt the Idaho Real Estate Commission SLA, Addendum B, and the motion passed unanimously.

#### **MOTION TO APPROVE ACCESS IDAHO / IDAHO STATE TAX COMMISSION AGREEMENT**

Following discussion raised with regard to terms of the agreement, Chairman Farnsworth moved a motion to approve the Access Idaho / STC agreement, provided the following language was removed: "..., from Federal Grant monies received specific to the development of an online "IFTA" application,...". Due to discussion of a separate issue relating to the agreement, Farnsworth withdrew his motion.

Subsequently, after discussing the issues with Department of Administration Deputy AG Joanna Guilfooy, Chairman Farnsworth recommended the Committee approve the Access Idaho / STC agreement, provided the following language relating to funding sources was removed: "..., from Federal Grant monies received specific to the development of an online "IFTA" application,...". *A majority vote in the affirmative was obtained from Committee members (via e-mail), thereby approving the agreement.*

#### **NEW BUSINESS**

- Chairman Farnsworth covered changes to service level agreements with regard to convenience and transaction fees. There was discussion concerning agencies paying fees to Access Idaho.
- Chairman Farnsworth advised a draft Web publishing policy, standards, and guidelines had been prepared, and would be distributed to the Committee for review.
- The Reducing Idaho's Bureaucracy (RIB) Committee approached Farnsworth requesting assistance (hosting, maintenance) with the Idaho Small Business Solutions Web site.
- The Portal would soon be meeting with the Department of Commerce. Commerce expressed interest in setting up a Web site comprised of a free resource kit promoting Idaho tourism. Also, the Board of Education wanted to set up a meeting with state deputy AG's and ITRMC to discuss Idaho e-commerce.

#### **ADJOURNMENT**

As there was no other new business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 3:05 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, April 25, 2001 from 1:30 - 3:00 p.m. in the East Conference Room, JRW Building.

Respectfully submitted,

Emily Gales, ITRMC Assistant